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Executive for Administration and Management

9 August 1948

Chief, Budget and Finance Branch

Comments covering Inspection Report applicable to 00 Field installations

1. In response to the request set forth in your memorandum of 23 July 1948, we wish to advise that the matter presented in paragraph 10c, page 10 of the Inspection report has been investigated and the following action initiated:

a. Instructions which have been coordinated with the Washington [ ] office are being released to the [ ] station to provide for the submission of Time and Attendance Reports directly to the Fiscal Division. This will permit some improvement from a time element since heretofore the reports have been submitted through the administrative office of [ ] Washington, D. C.

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b. It is not considered advisable to perform the additional work required to send an extra copy of the payroll list to the [ ] station since it would not be of any appreciable value to the station. The Payroll Change Slips are furnished to the individual employees and the payroll list only shows the net amount of the salary check.

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c. Two of the [ ] station employees who perform administrative duties have previously been indoctrinated by the [ ] Section with respect to the preparation of the Time and Attendance Report on a daily basis. No appreciable difficulty is anticipated in the future and there appears to be nothing further that can be done with respect to the more expeditious submission of such reports covering those employees who work through the last day of each pay period.

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2. A number of other matters presented in the report have been checked by an official of the Budget and Finance Branch and have been coordinated with other offices and comments pertaining thereto will be furnished, if desired, after a study has been made of relevant information submitted by the Office of Operations, the Services Branch and the Personnel Branch.

3. In connection with the request set forth in paragraph 3 of your memorandum of 23 July, we find it somewhat difficult to arrive at a conclusive and final recommendation concerning the elimination of the unvouchered petty cash funds maintained in the [ ] of the Contact Branch. Based on the experience of the last few months and as a result of the inspections which have been made, it does not

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4. It appears desirable to have a coordinated understanding between appropriate officials of the Office of Operations and the Office of Inspection and Security with respect to the degree and measures of security which will be required on behalf of the various field installations. It is the opinion of this office that a procedure similar to that outlined in subparagraph 3c above can be developed to the extent that the use of unvouchered funds can be eliminated for miscellaneous local petty cash procurements of services and supplies. It is believed that the elimination of the use of unvouchered funds, as a matter of policy, for such items, would place the Agency in a much better position in the event pertinent questions arose as to the propriety of using such funds for the purposes involved.

E. R. SAUNDERS

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